



C A L I F O R N I A   D E P A R T M E N T   O F

# Mental Health

## Patton State Hospital

Department of Psychology

3102 East Highland Avenue, Patton, CA 92369  
(909) 425-7795

To: All Employment Applicants and Non-Paid Volunteers

The Department of Mental Health's "Special Order 407.03" requires that all applicants for employment or non-paid positions shall **NOT** be hired in any position or allowed access to patients until a Criminal Offender Record Information (CORI) has been completed by the California Department of Justice (DOJ). All employee and individuals in non-paid positions shall also be enrolled in the Subsequent Arrest Notification Program with DOF.

The Order's purpose is to:

- 1) document the department's procedure for conducting and evaluating background checks on all applicants for employment or non-paid positions;
- 2) exclude any person working or providing services at a state hospital or the psychiatric programs (s) who demonstrates a propensity to harm the safety and well being of patients residing or receiving services there.

The Special Order requires that applicants for employment shall not be hired to work in any position if they have ever been convicted of a felony offense specified on the attached list or of a misdemeanor offense involving moral turpitude. Applicants convicted of and/or arrested for a felony not on the attached list or of other criminal activity shall be subject to administrative review prior to employment.

Compliance with this Special Order requires completion of a California Department of Justice (DOJ) fingerprint search and verification of identity prior to starting work.

If you are selected, an employment offer will be made contingent upon completion of the DOJ search and medical examination. The Exam Staff will schedule a time for you to complete this process.

Once the DOJ search and medical examination is completed, if you do not meet the condition of employment as specified in "Special Order 407.03," you will be notified.

If you have any questions about this process, please call the Human Resources Department at (909) 425-7541. Thank you!

Sincerely,

**Blanche Sherer**  
Director, Human Resources

**CALIFORNIA DEPARTMENT OF MENTAL HEALTH  
PATTON STATE HOSPITAL**

**PROHIBITED FELONY OFFENSES**

As part of the pre-employment review process, Patton State Hospital shall not employ an applicant for a position if he or she has ever been convicted of any of the following offenses:

1. Any crime specified in Penal Code Section 290, which generally includes offenses of a sexual nature such as rape, sodomy, child molestation, and indecent exposure, and attempts to commit such crimes.
2. Murder.
3. Battery.
4. Sexual Battery.
5. Elder or Dependent Adult Abuse.
6. Mayhem.
7. Kidnapping.
8. Assault With a Deadly Weapon or With Force by Means to Produce Great Bodily Injury.
9. Child Abuse.
10. Poisoning or Adulterating Food, Drink, Medicine, Pharmaceutical Products, or Water Supplies.
11. Spousal Rape,
12. Intercourse Based on Fraudulent Representation to Create Fear.
13. Robbery.
14. Arson.
15. Attempted Arson.
16. Aiding/Abetting and escape.
17. Drug sales/transport for sale.

If any applicant who has been convicted of a felony offense other than those listed above or has been arrested for any other criminal offense shall be subject to administrative review prior to employment.